

Department of the Army
Headquarters, Fort Monroe
Fort Monroe, Virginia 23651-1110

FM Regulation 635-2

15 August 2006

CEREMONIAL MATERIALS SUPPORT

Summary. This regulation prescribes policies and procedures for Fort Monroe Garrison support of ceremonial materials to support the United States Army Training and Doctrine Command (TRADOC) and Department of Defense (DoD) directed mission and non-mission related requests from assigned tenant units and activities at Fort Monroe, at other posts, camps and stations, and civilian and civic organizations in the local community.

Applicability. This regulation applies to Headquarters, Fort Monroe, all branches of the military (to include Reserve and National Guard components), and civilian and civic organizations located in the local community surrounding Fort Monroe.

Suggested improvements. The proponent of this regulation is the Directorate of Plans, Training, Mobilization and Security (DPTMS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: IMNE-MNR-ZA, Fort Monroe, VA 23651-1110. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This regulation is available on the Fort Monroe Homepage at <http://fort.monroe.army.mil>.

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1-1. Purpose. This regulation prescribes procedures to request, obtain, and return ceremonial materials from and to the Plans and Training Office, DPTMS, Fort Monroe.

2-1. References. Required publications and form—

- a. AR 600-25, Salutes, Honors, and Visits of Courtesy.
- b. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.
- c. FM 3-21.5, Drill and Ceremonies.
- d. DPTMS Form 635, Flag Request.

3-1. Explanation of abbreviations. The glossary contains abbreviations used in this regulation.

4-1. Policy.

a. Request for ceremonial material support must be received not later than (NLT) 5 working days prior to the date of the event. All requests for support received less than 5 working days prior to the event will be approved on a case-by-case basis. Requests are not approved until confirmation is received from Plans and Training staff. The Garrison Commander will have the final approval authority over all requests for ceremonial materials, but in most cases, that authority will be delegated to the Chief, Plans and Training. Requests will be denied totally or partially when materials requested are not available. Requests can be submitted via:

(1) DPTMS Form 635, located at
<http://147.248.251.93/monroe/sites/directorates/flag.asp>

(2) Office visit to the DPTMS, Plans and Training Office, Ingalls Road, Bldg 27.

(3) Telephone call to the DPTMS, Plans and Training Office, (757)788-2261/2/3.

b. DPTMS Form 635 (Appendix A) must be complete and will include:

- (1) Name of Requestor
- (2) Rank
- (3) Organization
- (4) Telephone Number
- (5) Pick Up Date and Time
- (6) Return Date and Time
- (7) Event
- (8) Point of contact email address
- (9) Materials requested

5-1. Responsibilities.

a. Chief, Plans and Training, has the responsibility as the LEAD for all requests and material support provided by Fort Monroe Garrison.

b. Plans and Training staff will-

(1) Provide confirmation via email or telephone call, within 24 working hours to approve, deny, or obtain additional information in reference to the request.

(2) Complete an email or telephone call to the requestor in the event of a cancellation to allow other agencies to utilize the materials for the time period previously reserved.

(3) Complete DA Form 2062 (Hand Receipt [Appendix B]) with all materials and quantities obtained by the requestor who will then sign and date. The original hand receipt will remain at the Plans and Training Office and the requestor will receive a copy. Upon return of the materials, Plans and Training staff will annotate on the hand receipts the

materials were returned, the date and staff accepting them. Hand receipts will be filed and kept for one year.

(4) Refer individuals to protocol for guidance when necessary.

(5) Maintain the right to deny requests based on negative past association with individuals or organizations.

(6) Maintain materials in good working order.

(7) Maintain a safe warehouse environment and report any incidence of injury.

(8) Provide orientation as to the location and number of materials located in the warehouse to all individuals.

(9) Ensure all material requests to include those written in memorandums of instruction (MOI) will be annotated on the Plans and Training master ceremonial request calendar.

c. Any individual requesting ceremonial materials will-

(1) Complete DPTMS Form 635 as soon as material requirement is known or NLT 5 days prior to pick up date.

(2) Contact the Plans and Training staff prior to pick up if any requirements listed in the original request change, i.e., materials, dates, times.

(3) Contact the Plans and Training staff to cancel request in the event the materials are no longer required by the requestor.

(4) Be responsible for fixing or replacing materials with comparable materials which were broken, ripped or misplaced while in their care within 10 working days. If replacement is required, a representative from Plans and Training must approve the source and replacement item(s) before order is placed.

(5) Arrive with ample support to lift requested items, i.e., heavy flag stands (no lifting profiles) and a large enough vehicle.

(6) Return all materials to the location from whence they were obtained, i.e., flags in the correct order, staffs separated by length.

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Appendix A
Sample Flag Request Form

Flag Request Form

***** All fields must be completed in order to submit request *****
Requests are not approved until confirmation is received from
Plans and Training.

Name of Requestor:	<input type="text"/>	Rank:	<input type="text"/>
Organization:	<input type="text"/>	Phone:	<input type="text"/>
Pick up Date:	<input type="text"/>	Pick up Time:	<input type="text"/>
Return Date:	<input type="text"/>	Return Time:	<input type="text"/>
Event Requested For:	<input type="text"/>		
Email Address:	<input type="text"/>		
Flags			
<input type="checkbox"/>	50 state flags	<input type="checkbox"/>	Marine Corps flag
<input type="checkbox"/>	6 territorial flags	<input type="checkbox"/>	Navy flag
<input type="checkbox"/>	SES flag	<input type="checkbox"/>	Air Force flag
<input type="checkbox"/>	U.S. Colors	<input type="checkbox"/>	Coast Guard flag
<input type="checkbox"/>	Army Flag w/streamers	<input type="checkbox"/>	1 Star General Officer flag
<input type="checkbox"/>	TRADOC flag	<input type="checkbox"/>	2 Star General Officer flag
<input type="checkbox"/>	U.S. Garrison flag	<input type="checkbox"/>	3 Star General Officer flag
<input type="checkbox"/>	Post flag	<input type="checkbox"/>	4 Star General Officer flag
<input type="checkbox"/>	POW/MIA flag		

Other:

Submit Request Reset Form

DPTMS Form 635, 15 Aug 06

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Appendix B
Sample Hand Receipt

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Glossary

AR	Army Regulation
DoD	Department of Defense
FM	Field manual

MOI memorandum of instruction
NLT not later than

 // *S //
 JASON T. EVANS
 Colonel, Adjutant General
 Commanding

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<http://fort.monroe.army.mil>

*Original signed document on file in the Publications Control
Office, Fort Monroe